

# This Computes!



## Department of Health Services Children's Medical Services Network (CMS Net) - Information Bulletin #393

### Children's Medical Services Network (CMS Net) User Security Requirements

The Systems of Care Division is enhancing CMS Net password requirements to comply with federal standards. These updated password controls go into effect on March 26, 2012.

When returning to work on March 26<sup>th</sup>:

- Both the CMS Net Legacy **and Web** login screens will include a prompt for both *Login As* **and password**. CMS Net will require dual authentication in the form of a User ID and Password.
- Your *Login As* will be same (no changes)
- In Legacy, the Password will be the same (no changes)
- In CMS web, the *Password* will now be your Access Code.
- If you happen to reset your password, after March 26, 2012, the password will become the same on both web and legacy.

***NOTE: Please update your user profile under Administration in the Web.***

### Overview of User Security Enhancement

1. Elimination of multiple user codes to access CMS Net. Users may be assigned to multiple counties with different job titles only requiring one user ID and password. User will see what counties they have access to on the profile page.
2. Ability to reset your own password from either the web or legacy at any time.

3. County System Admin will be able to assign EPSDT role to other users in their counties.
4. Users may now update and view their own profile.
5. Search screen will include a new User Name (Login As) field for look up.
6. Enhanced user profiles which include job title, telephone number with extension, email address, credentials, and full name.
7. User's credential will display after the user's last name.
8. New User Status: **Deactivated** has been added and is set when the profile is deactivated with a past date.
9. Allow entry of future deactivation dates.

### **New CMS Net Password Standards**

There will be new Password Standards to comply with federal standards.

1. Passwords will be exactly 8 characters in length
2. Passwords are case sensitive and must contain:
  - a. At least one alphabetic uppercase letter (A-Z) or one national character (#, @ and \$) and;
  - b. At least one alphabetic lowercase letter (a-z) and;
  - c. At least one number (0-9)
3. Password may not contain 4 consecutive characters from any part of your login as (username), first name, middle name, or last name.
4. Previously used password may not be reused.
5. User ID access will be revoked after five consecutive unsuccessful login attempts (using the wrong Login As or password)
6. Users must change their passwords at least every 90 days.
7. Users are prohibited from using any of their prior passwords.
8. 10 days before the password expires, users will begin receiving a message daily prompting them to change their password upon login attempt.
9. User IDs whose password expires after 90 days will automatically be revoked requiring passwords to be reset by CMS Net Help Desk.

Listed below are reference materials for training. *Note: This manual is intended for County System Administrator use but maybe provided to any user.*

An updated version of the CMS Net User Security web and legacy manuals are located online at [Manuals](#):

<http://www.dhcs.ca.gov/services/ccs/cmsnet/Pages/Manuals.aspx>

An online webinar is located online at [Webinar](#):

<http://www.dhcs.ca.gov/services/ccs/cmsnet/Pages/Webinar.aspx>

Please contact the CMS Net Help Desk at [cmshelp@dhcs.ca.gov](mailto:cmshelp@dhcs.ca.gov) or (866) 685 – 8449 if you have questions.